PHILIP MORRIS COMPANIES INC. INTER-OFFICE CORRESPONDENCE

120 PARK AVENUE, NEW YORK, N.Y. 10017

TO: RECORDS COORDINATORS:
PHILIP MORRIS COMPANIES INC.,
PHILIP MORRIS INCORPORATED,
PHILIP MORRIS INTERNATIONAL
and PHILIP MORRIS MANAGEMENT
CORPORATION

DATE: September 1, 1994

FROM: Charles R. Wall

RE: Document Disposal Suspension Notice

As Records Coordinator for your department, it is your responsibility to see that all records are managed pursuant to the Company's Records Retention Policy. This memo is meant to become a part of that policy.

As you know, on March 24, 1994, Philip Morris Companies Inc. and Philip Morris-U.S.A. filed a libel lawsuit against American Broadcasting Companies Inc. for false and defamatory statements made on ABC's *Day One* show and other news programs. ABC has now served on the companies requests for certain records, all or most of which are already subject to disposal suspension under the Philip Morris Records Management Program and prior disposal suspension notices. This notice will serve to place the records described in the attachment to this memo under disposal suspension, if not already under suspension. Prior disposal suspension notices and the Appendix entitled *Topics Subject to Disposal Suspension* in each Records Management Manual remain in effect without change.

Philip Morris International should specifically note that, in addition to records already subject to suspension under prior suspension notices or the Appendix entitled *Topics Subject to Disposal Suspension*, records relating to tobacco products intended for sale both inside and outside the United States are subject to suspension.

If there is any question about whether a record is subject to this or other disposal suspension notices, the record should be retained pending review by the Legal Department.

As always, please distribute this disposal suspension notice throughout the departments for which you are responsible. If you have any question related to this notice, please contact Clare Purcell (Richmond x3656) or John Mulderig (New York x3056) in the Legal Department.

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attachment

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